

Transport Co-ordinator & Warehouse Administrator- Job Description

Job Title: Transport Co-ordinator and Warehouse Administrator

Reports To: Warehouse Team Leaders

Hours of Work: 40 hours per week Monday to Friday 8am to 5pm

Place of Work: Head Office, Specflue Ltd, 8 Curzon Road, Chilton Industrial Estate, Sudbury, Suffolk, CO10 2XW

The Role:

This is a great opportunity for a candidate to progress their career in a stimulating and challenging role. The main duties are to be responsible for the day to day running of the Specflue (LCV) fleet. Daily planning & routing of deliveries whilst considering vehicle utilisation and vehicle mileage. Housekeeping of the Warehouse Management System (Accellos / Edge), administrating warehouse orders, dealing with internal phone enquiries and general operational queries

The successful candidate will play an integral role in Specflue operational team achieving and maintaining the warehouse management system and fleet management.

This role can be time sensitive which on occasions can create a high-pressure environment so the successful candidate must be able to maintain a calm and professional manner when dealing with all interactions.

Key responsibilities:

- Represent the business and brand in a professional manner
- Manage the LCV fleet administration and documentation
- Control the 'NIL' defect reports and manage the rectification of reported defects
- Liaise with fleet supplier to manage the service and maintenance schedule
- Liaise with fleet supplier to manage the twice yearly service of tail-lifts
- Route the delivery fleet with the best optimisation and utilisation
- Complete daily driver debriefs
- Management of the WMS system, order processes
- Issuing of sales orders generated via WMS
- Administration of order adjustments, cancellations, returns, stock transfers etc.
- Establish a good working relationship with internal staff, customers and suppliers.

Skills required:

- Ideally have LCV driving experience
- Knowledge of vehicle routing or willingness to learn
- Knowledge of Specflue's delivery routes and customers
- Flexible approach to work to manage, prioritise and work to deadlines.
- Ability to problem solve.
- Neat and methodical approach to administration
- Team player with good interpersonal skills.
- Willingness to develop new skills and prepared to travel for training needs

To apply send a covering letter explaining why you are right for this role, together with your CV to stuart.wilkinson@specflue.com